

**ALLEGHENY COUNTY COALITION FOR RECOVERY**  
**Steering Committee:**  
**Minutes**

Date: May 29, 2009

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**Co-Chairs:** Craig Dorin Verna Johnson

**Note taker:** Bernice Hayes

**Steering Committee Members (\*):** Sharon Alberts, **Sandra Beahm**, Terri Bishop, **Mary Jo Dickson**, **Craig Dorin**, **Sarah Goldstein**, **Harold Hartger**, **Bernice Hayes**, Shirlee Hopper-Scherch, **Dennis Hughes**, **Verna L. Johnson**, James Kindler, **Melissa Medice**, Jim Nelson, Chelsea Quattrone, **Sherry Shaffer**, **Wes Sowers**, Robin Spencer, **Jessica Strong (AHCI)**, Albert Torcaso, Curtis Upsher, **Chris Weis**, **Denise Weis**

* Members present are shown in <b>bold</b> . Excused absences are <i>italicized</i>
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**OBH Support Staff:** William Boyce, **Mike Gruber**, **Meg Park**

**Guests:** Chari Frederick, Frank Ventrosco

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**Welcome & Introductions:** The meeting was opened by Co-Chair, Craig Dorin.

**Approval of Minutes and agenda:** Minutes from April 24, 2009 meeting were reviewed. There was a comment as to whether Danette Veahman, Chari Frederick and Frank Ventrosco, should be listed as members or guests. It was determined that they must be voted on before the membership. The minutes were then approved.

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**Agenda Item 1: Year End Budget Resolution**

**Committee Goal Being Addressed:** Review the current budget status/ Projected Expenditures for Year End/ Steering Committee Lunches/Additional Spending

**Discussion:**

- Each committee was asked if they are going to be able to use the money left in their budget.
- Education Committee will not use all their money left by June 30. They will have around \$3,500 left from their \$4,000.
- Child/Family Committee will spend all of the \$2,325 they have left minus around \$500.
- Quality Committee will be able to give back around \$5,500 of the \$5,949 they have left.
- Consumer Provider Collaborative will not have any more dialogues by end of year so will have around \$2,500 available to give back
- Public Awareness Committee – Mike will speak to Chelsea about items that will be “pre paid” but the Committee should have about \$5,000 left to give back.
- Administrative Fees- will be used and will have zero balance.

- Steering Committee – Mike will take care of zero out the balance along with the admin fees.

Action Item	Person Responsible	Target Date

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### Agenda Item 2: Steering Committee Lunches

**Committee Goal Being Addressed: Committee to decide how to handle SC lunches in the future**

**Discussion:**

The Pizza Hut coupons are running low. There are enough coupons to last through this fiscal year. Discussion was had if we should continue to have lunch for the meetings. Some people stated that the meetings are held during lunch time and some people are leaving their jobs to come to the meeting. The cost to SC has run around \$70 to \$80 a month. It was voted on and decided to keep having lunch. Suggestions for lunch are Subway, Pizza Milano and the lunch room here at Life Works. Mike reminded every one to RSVP if you will be attending the SC meeting to keep track of how much food to buy. RSVP to Mike by email or phone

Action Item	Person Responsible	Target Date
Several SC members will check with the cafeteria staff at Life Works	Verna, Cheri, Chris	06/26/09

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### Agenda Item 3: Administrative Issues

**Committee Goal Being Addressed: To reinterate what the policy is for Minute taking and Agenda.**

**Discussion:** Minute takers are to get their minutes to their co-chairs and Meg or Bill and Mike two week after the meeting. This allows time for editing and let the minutes back so they go out to the whole committee a week ahead of time of the meeting. Everyone should be getting a reminder notice, agenda and minutes a week before the meeting. Minute takers will be paid for complete corrected minutes. The minute formats are being changed to make for ease of completing the minutes.

Action Item	Person Responsible	Target Date
Minute Takers must have the minutes completed within two weeks of meeting.	All Committee Recorders	06/12/09
Meeting reminder notices, agenda, and minutes to go out to members the week before the meeting	Co – Chairs	06/19/09

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**Agenda Item 4: ACCR Member Appreciation Event**

**Committee Goal Being Addressed: Inform members of progress of Member Appreciation Event**

**Discussion: Member Committee is meeting every week to plan the Appreciation Event. The Event will be held at One Smithfield on June 20. There will be dinner, and an educational piece and a door prize. The time line will be 4:00 – 5:00 Reception, 5:00 – 6:00 Dinner, 6:00 to 7:00 will be Awards and Speaker (John Farmer).**

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**Agenda Item 5: Consumer and Family Vision/Voice**

**Committee Goal Being Addressed: Have consumers and family members meet and get together to discuss their skills and resources.**

**Discussion:** This will help consumers and family members feel more comfortable about being more involved in the committees. This would be a separate informal meeting from the committee meeting to determine their strengths. We would learn how comfortable the person will be in using their strengths and resources. There might be determined a "Skills Bank" so that it can be communicated to the co-chairs when a person joins a committee.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Members will think about the Skills Bank for the next meeting	All SC members	6/26/09

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**Agenda Item 5: ACCR Goals – Moving Forward**

**Committee Goal Being Addressed: Ways groups can set their roles and agenda.**

**Discussion:** We need a common language with which we all speak to one another. It was stated we should have a strategy to record goals and measurements for recording results. We should have clear goals and objectives established.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Think about how we can set our goals and execute our mission	All SC members	6/26/09

**Next Meeting Date, Location, and Time:**

**Friday June 26, 2009 12:30 – 2:15** Please come early to get some lunch. Let's be ready to start our meeting at 12:30. Thanks  
**Life's Work 1325 Forbes Ave**